



National Germ Cell Group

National Germ Cell Group, PO Box 399, Barnstaple, EX32 2HR
Email: admin@nationalgermcellgroup.org.uk

STEERING GROUP MEETING

TERMS OF REFERENCE

NATIONAL GERM CELL GROUP

The National Germ Cell Group (NGCG) is the association of the specialist clinicians, nurses and supporting professionals who treat patients with germ cell cancer in England, Wales, Scotland and Northern Ireland. Germ Cell Cancer is rare and arises mainly in the testicle, but can present in the mediastinum, retroperitoneum and rarely in women in the ovary.

THE ROLE OF THE NGCG STEERING GROUP

The role of the NGCG STEERING GROUP will provide and organise conferences as per the needs of the professionals who treat patients with germ cell cancers in England, Wales, Scotland and Northern Ireland.

THE AIM OF THE NGCG AND STEERING GROUP

The primary purpose of the steering group is to organise conferences/meetings with the following aims:

- Provision of a national network for specialist clinicians, nurses and supporting professionals who treat patients with germ cell cancer.
- Provision of education, training and identification of best practice for all professionals treating people with germ cell cancer
- Promotion of excellence in care and treatment of people with germ cell cancer through identification and sharing of best practice
- Promoting and supporting research and the development of more effective treatment and care
- Advancing awareness of germ cell cancer in the medical professionals and the public
- Collaborate with patient groups/forums, and Testicular (Germ Cell) Cancer Charities within the field.

NATIONAL GERM CELL GROUP – STEERING GROUP TERMS OF REFERENCE V2.0 01/10/2021



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MEMBERSHIP

The National Germ Cell Group does not have an official membership, however, all healthcare professionals treating germ cell cancer in the UK are welcomed as members of the National Germ Cell Group. All members of specialist Multi-disciplinary Teams (MDTs) in the NHS are regarded automatically as members, this includes both specialist and non-specialist surgical urologists and oncologists.

Those who have previously worked in the field of germ cell cancer and wish to stay in touch with, or in training and considering a career treating people with germ cell cancer, are also welcome.

Members of the NGCG Steering Group volunteers who have a link to Germ Cell Cancer teams and will comprise of:

- Chair
- Secretary
- Treasurer
- Testicular Cancer Network Representative
- 2-5 Germ Cell Healthcare Professionals (Doctors, Nurses and AHP's)

THE STEERING GROUP IS ACCOUNTABLE FOR:

- Organising a Germ Cell Cancer Conference at least every two years in a timely and budgeted manner.
- All monies that are deposited and spent in relationship to the conference activities
- Good communication with the membership via email, website and social media.
- Collaborating with the membership, MDT Leads and patient groups.
- Ensuring there are limited conflicts of interests.
- Championing the work of the National Germ Cell Group.

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MEETING ARRANGEMENTS

- Meetings will be held at least quarterly but this will increase in the run up of the conference.
- Meetings will be held in the most part remotely, however the group will endeavour to hold at least two face to face each year.
- The Agenda of meetings will be set by the Steering Group and agreed by the Chair a week before the meeting.
- The Secretary will record the minutes of the meeting and send to the Steering Group within two weeks of the meeting.
- Once agreed by the SG and the Chair, the minutes will be stored in a PDF format in the NGCG Dropbox Files.
- The Minutes will include: Attendees; Apologies; Finance; Action Points and AOB
- Meetings will not go ahead if less than 3 members in attendance.

REPORTING

- The Steering Group have a responsibility to report to the membership issues arising during their term and this includes:
 - Emails
 - Website
 - Meetings
 - Social Media

RESOURCES AND BUDGETS

- The Steering Group will be responsible for agreeing a budget for each conference, including the contracting of an event organiser, potential sponsors and supporters.
- The Steering Group will be responsible for the agreement of ongoing costs, expenses for the NGCG and its running.
- The Steering Group will be responsible for the management of the remaining funds in the NGCG bank account.
- The Steering Group will be accountable for informing the membership if the NGCG become unsustainable and requires closure.

This Terms of Reference is effective from 01/10/2021 and will be reviewed annually.

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